

DDA 85-1160
1 April 1985

MEMORANDUM FOR: Chief, DDA/Career Management Staff

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Preparation for Award Ceremonies

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Ernie,

1. As I mentioned before, I would like for your office to help me in preparing for award ceremonies. The paper work that is presented for the award's approval is often incomplete and frequently inaccurate. I don't want you or your staff to do a lot of unnecessary work, but I do want complete information and as much detail about the individual as is possible to obtain data of a human interest nature or that which describes the individual's career and pre-Agency life, better than the usual write-ups. I only want bullets, not a lot of narrative. For example, if not contained in the package that Protocol provides, please give me the following:

- a. Place of birth and residences prior to Agency.
- b. Where attended elementary, high school and college. Any little vignettes about schooling, i.e., valedictorian, cum laude, editor paper, etc.
- c. Pre-Agency employment of any significance.
- d. Day, month and year of EOD, and month and year that the individual went from one job to next (in both pre-employment and Agency). Include any military service, month and year entered, grade held and date discharged. Any points of interest while in service.
- e. Statements that would be of interest from PARs that lets the people at the award ceremony know how the supervisor felt about the individual.

2. As you probably know, I place a lot of significance on these awards and want to do a good job in the presentation. I believe your office can help me in this mission by doing some of the research.

3. Please have the info to me at least one day before the ceremony. It takes time for me to marinate my brain with the info.

Harry E. Fitzwater

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DDA/HEFitzwater:rj (1 Apr 85)

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